

# CURRICULUM VITAE

## **SHAILESH PANDURANG KADAM** **SENIOR EXECUTIVE – PRODUCTION**

Dubai, UAE.

Contact No : 00971 55 8219708

Email ID : Shailesh.kad123@gmail.com



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### **Job Objective:**

To work for a professional organization where my qualifications & skills can be utilized & further enhanced

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### **❖ Strengths:**

- Determination to work hard and succeed
- Quick learner
- Excellent grasping & learning ability

### **❖ PERSONAL QUALITIES:**

- Work extremely both as independent and effective team player
  - Excellent communication, presentation and interpersonal skills.
  - Result-oriented, Trustworthy, Hardworking, Punctual, & Leadership skilled.
  - Positive attitude together with ability to work with individuals at all levels within the organization.
  - Committed to a continuous learning process for self-development in order to achieve overall objectives.
  - Confident, proactive and committed to providing results.
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### **❖ Job Skill & Responsibilities:**

- Responsible for the blending & production results by communicating job expectations, planning, monitoring, and appraising job results, training, counseling, and disciplining labors, initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains quality service by establishing and enforcing organization standards like ISO, OHSAS etc
- Responsible for blending and production planning results by prioritizing and reducing flushing and slope generations by monitoring each and every process.
- Facilitating vessel discharging process by monitoring and guiding from start to end. Also responsible for the completions of all processes within the recommended time frame to avoid demurrages and other related issues.
- Guiding & looking after the advanced blending system through PLC and production process through Robotic fast filling operations.
- Responsible for maintaining work flow by monitoring steps of the blending & production process, observing control points and equipment, monitoring cost

reductions, reducing wastages, developing & reporting new procedures and systems for the growth of the organization.

- Responsible for ensuring operation of machines and equipment by calling for repairs. Time to time resolving the issue by reporting to maintenance department.
- Contributes to team effort by accomplishing related results as needed.
- Guiding, monitoring and following the HSE policies and observe the safe work environment.

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❖ **Current Employment:**

Company : **Gulf Oil Middle East Ltd, Dubai, UAE**  
Division : Production Department  
Period : 3<sup>rd</sup> Dec 2007 to 30<sup>th</sup> Sep 2022  
Designation : Senior Executive - Production

❖ **Extra Activities :**

- Active team member for implementation of ERP (**SAP & VIENNA**) system in the company.
- Part of Core team for development & implementation of ISO standards like 9001:2008, 14001:2004, 18001:2007, etc. Am also a qualified Internal auditor for ISO 9001-2008 standard & have carried out internal audits in the company for different business processes.

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❖ **Previous Employment:**

Company : **Godrej & Boyce Mfg Co Ltd**, Vikhroli, Mumbai 400 079.  
Division : Tool Division  
Period : 21<sup>st</sup> May 2006 to 29<sup>th</sup> Nov 2007.  
Designation : Project Designer Assistance

❖ **Education:**

<b>October 2005</b>	<b>NCTVT</b> (Mechanical Diploma in Draughtsman) Government I.T.C Mumbai, India Result – 71.73% Distinction Class
<b>July 2004</b>	Shree G.V.G Gurukul <b>I.T.C</b> , Ghatkopar (East) Mumbai – 400 077 Mechanical Diploma Draughtsman Result – 75.86% Distinction Class
<b>February 2001</b>	K.K.V Jr College, (Mumbai Board), Bhandup. Higher Secondary School Certificate Examination ( <b>H.S.C Exam</b> ) Result – Second Class
<b>March 1999</b>	Udayachal High School,(Mumbai Board), Vikhroli. Secondary School Certificate Examination ( <b>S.S.C Exam</b> ) Result – Second Class

❖ **Technical Academics**

August 2005	Piping Design and Engineering Course From Gupte Academy Of Technicians
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❖ **Software Knowledge:**

Microsoft Office : Proficiency in MS Office  
Adobe Photoshop : proficiency in Adobe Photoshop CS  
AutoCAD 2000 & above version : Proficiency in 2D&3D drafting  
Auto – Desk Revit MEP : proficiency in 3D Modeling

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❖ **Personal Details:**

Address For Correspondence : Gulf Oil Middle East Ltd  
P.O.Box 17068, Jebel Ali free zone  
DUBAI - UAE

Date of Birth : 3<sup>rd</sup> February 1980

Nationality : Indian

Passport No : **G6237818**

Visa Status : Free Zone Visa, Transferrable

Marital Status : Married

Languages Known : English, Marathi and Hindi

**Place :** Dubai

**Shailesh Pandurang Kadam**